# ­­­APPLICATION FORM

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| **POSITION DETAILS** | | | | | | | | | | |
| POSITION |  | | | | | | | | REFERENCE # |  |
| WHERE DID YOU HEAR ABOUT THIS VACANCY? E.G JOB CENTRE, WEBSITE ETC. | | | | | |  | | | | |
| **PERSONAL DETAILS** | | | | | | | | | | |
| TITLE |  | | FORENAME(S) | |  | | SURNAME |  | | |
| ADDRESS |  | | | | | | | | | |
| TOWN/CITY |  | | | | | | POSTCODE |  | | |
| TEL# HOME |  | | | | | | TEL# MOB |  | | |
| EMAIL |  | | | | | | | | | |
| **EDUCATION/QUALIFICATIONS** | | | | | | | | | | |
| DATES | | FT/PT | | ESTABLISHMENT E.G. SCHOOL/UNIVERSITY | | | EXAMINATION E.G. COURSE/SUBJECT | | | GRADE |
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Please ensure this application is completed in full, and return with equal opportunities form. Unfortunately, processing may be delayed or the application rejected if details are incomplete or incorrect. Your C.V. may also be added as an addition to your application. If sending your application electronically by email, please include your full name within the document file title.

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| **PROFESSIONAL MEMBERSHIPS** | | | | | | | | | | | | |
| NAME OF PROFESSIONAL BODY | | | MEMBERSHIP TYPE | | | DATE ACHIEVED | | | PLACE ACHIEVED | | | |
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| **CURRENT/MOST RECENT EMPLOYER** | | | | | | | | | | | | |
| COMPANY NAME | |  | | | | | | | | | | |
| COMPANY ADDRESS | |  | | | | | | | | | | |
| POSITION TITLE | |  | | | | | | | | SALARY | |  |
| KEY TASKS & RESPONSIBILITIES | |  | | | | | | | | | | |
| START DATE | |  | END DATE | |  | | | NOTICE PERIOD | |  | | |
| REASON FOR LEAVING | |  | | | | | | REFEREE NAME | |  | | |
| **EMPLOYMENT HISTORY** Please list previous employers and give an explanation for any breaks in employment. Continue on a separate sheet if necessary. | | | | | | | | | | | | |
| FROM | TO | | | EMPLOYER | | | POSITION | | | | DETAILS | |
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| **PERSONAL STATEMENT** |
| WORKING AT GSC  Please use this space to tell us why you want to work with GSC, and why your skills, experience and qualities make you a suitable candidate  for this position. |
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| ADDITIONAL INFORMATION  Please provide any additional information or skills in support of your application  E.g. Computer, language skills etc. |
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Glasgow Science Centre request references from the **2 most recent employers**. A personal referee will only be accepted   
should there be any breaks in employment. Your current employer will not be contacted until an offer of employment is made unless otherwise advised. By completing the declaration at the end of this form you agree to GSC contacting the referees   
supplied following an offer of employment. You may also provide an academic reference as an additional reference. Please ensure **full** contact details are provided below.

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| **REFEREE 1** | | | | | | |
| TITLE |  | FORENAME(S) |  | | SURNAME |  |
| COMPANY NAME | |  | | | | |
| RELATIONSHIP TO YOU | |  | | | | |
| COMPANY ADDRESS | |  | | | | |
| TOWN/CITY | |  | | | POSTCODE |  |
| TELEPHONE | |  | | EMAIL |  | |
| DATE OF EMPLOYMENT (FROM-UNTIL) | |  | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **REFEREE 2** | | | | | | | | TITLE |  | FORENAME(S) |  | | SURNAME |  | | COMPANY NAME | |  | | | | | | RELATIONSHIP TO YOU | |  | | | | | | COMPANY ADDRESS | |  | | | | | | TOWN/CITY | |  | | | POSTCODE |  | | TELEPHONE | |  | | EMAIL |  | | | DATE OF EMPLOYMENT (FROM-UNTIL) | |  | | | | |   **REFEREE 1** | | | | | | |
| TITLE |  | FORENAME(S) |  | | SURNAME |  |
| COMPANY NAME | |  | | | | |
| RELATIONSHIP TO YOU | |  | | | | |
| COMPANY ADDRESS | |  | | | | |
| TOWN/CITY | |  | | | POSTCODE |  |
| TELEPHONE | |  | | EMAIL |  | |
| DATE OF EMPLOYMENT (FROM-UNTIL) | |  | | | | |
| **REFEREE 3** | | | | | | |
| TITLE |  | FORENAME(S) |  | | SURNAME |  |
| COMPANY NAME | |  | | | | |
| RELATIONSHIP TO YOU | |  | | | | |
| COMPANY ADDRESS | |  | | | | |
| TOWN/CITY | |  | | | POSTCODE |  |
| TELEPHONE | |  | | EMAIL |  | |
| DATE OF EMPLOYMENT (FROM-UNTIL) | |  | | | | |

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| **CRIMINAL CONVICTIONS DISCLOSURE**  I understand that any offer of employment may be subject to information on my criminal record being disclosed to Glasgow Science Centre by Disclosure Scotland. This is only required should I be appointed to Glasgow Science Centre. | | |
| DO YOU HAVE ANY CRIMINAL CONVICTIONS, SPENT OR UNSPENT? (Declaration subject to the rehabilitation of offenders act 1974) | YES\* | NO |
| \*If you have ticked yes, you may be asked to complete a self-declaration form, depending on the position being applied for. | | |
| **Driving licence** Some of our positions may require driving to other destinations or driving specialised equipment. | | |
| DO YOU HOLD A CURRENT DRIVING LICENSE? | YES | NO |
| DO YOU HOLD Any other LICENSE? (E.G. Forklift, Heavy Goods, etc.) | YES | NO |
| If yes, please specify which licence(s) |  | |
| **WORKING IN THE UK** **All successful candidates will be required to supply a form of Identification listed under the Asylum & Nationality Act 2006 before employment commences i.e. Passport or Birth Certificate with NI card etc.** | | |
| Do you have the right to work in the UK? | YES | NO |
| **disability confident** | | |
| Are you applying through the “disability confident” scheme? | YES | NO |
| Do you have any specific requirements for interview? | YES | NO |

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| **DECLARATION** | | | |
| I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment.  I understand these details will be held by Glasgow Science Centre, for the purposes of assessing this application, ongoing personnel administration  and payroll administration (where applicable) in compliance with relevant data protection legislation including the General Data Protection Regulations (GDPR).  Please note that in submitting this form you have accepted these terms and agree to this declaration. | | | |
| SIGNATURE |  | DATE |  |
| Please return completed application forms by the advertised closing date to: **recruitment@glasgowsciencecentre.org**  or post to: **Human Resources, Glasgow Science Centre, 50 Pacific Quay, Glasgow, G51 1EA**  Please ensure you return your application with the relevant postage paid.  **To avoid delays, ensure your application and equal opportunities form is completed fully. A CV may be added in addition to your application.** | | | |